USCIS STEM OPT Extension Application Checklist

The links to all documents and forms are listed on the ISSO website.

___ 1. Two U.S. passport style photos using standards from the Department of State website and be aware that [1] photos cannot be more than 30 days old when you send the application and [2] you should write your name on the back of each photo in pencil. [3] You can take your photos at UPS Stores (603 West 115th Street & 42 Tiemann Place), among other places.

___ 2. $410 USCIS fee. Pay with personal check from a U.S. checking account, cashier's check from a bank, or money order, payable to the "U.S. Department of Homeland Security." Write "USCIS I-765" in the memo line (use our sample personal check as a guide). We do not recommend using the Credit Card form G-1450 due to reported issues.

___ 3. Original Form G-1145 to allow USCIS to notify you when they accept your application (not a copy)

___ 4. I-765. Watch our short video and use our sample form as a guide to complete your I-765 Application for Employment Authorization. Always download the I-765 from this link for the current version. USCIS will reject applications with older versions of the form. When you’re finished, print and sign it with black ink.


___ 6. Copy of Passport Identification page (valid 6 months into the future)

___ 7. Copy of F-1 entry visa (Canadians are exempt). If you changed your status to F-1 in the U.S. and don’t have a visa, include your Change of Status approval notice.

___ 8. Copy of your most recent I-94 arrival record (click “Get Most Recent I-94” at i94.cbp.dhs.gov/)

___ 9. Photocopy of both sides of your current OPT EAD card and previously issued EAD card(s), if any. If you are missing a copy of previous EAD card(s), please include a short explanation. You may edit this sample letter for missing EAD cards.

___ 10. Digital/electronic or paper diploma (a copy of either is acceptable) which shows your degree and the date it was awarded. You must include your transcript with it as evidence of having completed a STEM degree on the government list.

___ 11. E-transcript or paper transcript (a copy of either is acceptable) of your degree program of study in a designated STEM field